



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 7200.6A
Code 71/A0600

PERSUPPACT SAN DIEGO INSTRUCTION 7200.6A

Subj: RETENTION/DISPOSITION OF DISBURSING RECORDS

Ref: (a) SDSPROMAN, par. B40312
(b) NAVCOMPT Manual, 04190703-0705

1. Purpose. To provide information and instructions for the retention and proper disposition of disbursing records.
2. Cancellation. PERSUPPACTSANDIEGOINST 7200.6.
3. Information. References (a) and (b) contain information concerning required periods of local retention of records, proper disposition of the records after expiration of the required retention period, and instructions for completing shipping forms and packaging of the records for shipment.
4. Periods of Retention, Disposition Instructions

a. All retain transmittal logs (regardless of the method of transmission), NAVPERS including 1070/602, but excluding all payrolls (NAVCOMPT 3055/3056), will be retained locally for two (2) years following the last day of the fiscal year in which the documents were transmitted, then shipped to the Federal Records Center and marked for destruction when six (6) years and three (3) months old. (R)

b. Copies of NAVPERS Forms, (excluding NAVPERS, 1070/602) from an administrative/personnel office will be retained locally for (6) months, then destroyed.

c. Fiscal documents as listed in reference (b) will be retained (R) on board for six (6) years and three months, then destroyed.

d. Pay Record Index Cards (DD Form 141) prepared for transient payments and transferred PFRs will be retained on board for one (1) year, then destroyed.

e. Disbursing records, other than those described above, will be retained on board for six (6) years and three (3) months, then destroyed.

5. Action. PERSUPPDETs shall institute procedures that ensure disbursing records are systematically destroyed or shipped to the appropriate Federal Records Center for further storage and later destruction when records are no longer required to be retained on board.


A. C. SICARI

Distribution:
PERSUPPACTSANDIEGOINST 5216.1G (Lists I and II)

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1. List I - (Internal) - Each of the following staff personnel will receive one copy. (Total: 9 copies)

00/01 Commanding Officer/
Executive Officer

00M/00C Command Master Chief/
Command Career Counselor

00R Internal Review Officer

10 Administrative Officer

30 Military Personnel Director

40 Transportation Manager

50 Comptroller

60 Naval Reserve Operations

70/71 Military Pay Officer/
Disbursing Officer

2. List II - (External) (Total: 39 copies)

a. Each of the following detachments will receive two copies. Those detachments having a Reserve Division or Customer Service Desk will receive an additional copy for each.

Detachment	# of copies
Anti-Submarine Warfare Training Center	2
Balboa	2
Camp Pendleton/Customer Service Desk	3
China Lake	2
Coronado	2
El Centro/Customer Service Desk	3
Miramar/Two Reserve Centers	4
Naval Hospital Long Beach/Customer Service Desk	3
Naval Station Long Beach	2
Naval Station San Diego	2
Naval Training Center	2
North Island/Reserve Center	3
Point Mugu	2
Point Loma	2
Port Hueneme	2
Recruit Training Command	2

b. Commander, Naval Logistics Command (NMPC-N495) will receive a copy.